

How to Edit the Body of the Society Page

The following are instructions on how to add information and edit your society page:

Editing Tool Bar

- Editing a society wiki page is a lot like editing in a word processing program, such as Microsoft Word, and many of the buttons do the same functions, such as the bold, italic, and underline buttons. The numbered list and bulleted list also work the same.
- Sign in to the Wiki, and click on the **Edit This Page** button. You will now see a tool bar (shown below) at the top of the page.



NOTE: if you see the image below, click the **Rich Editor** button, and the tool bar above will appear.



To learn what each button on the toolbar does, see the [Using the Editing Toolbar wiki article](#).

Working with Headings

- Your society page already has headings added to your page. If you do not have information to put under the heading, delete it.
- If you would like to add a heading:
 - Type in the heading.
 - Highlight the heading.
 - On the left side of the toolbar, at the end of the Format box, click the **down arrow**. Use the drop-down menu to click the heading you want. Heading 3 and Heading 4 are most often used on wiki pages and will match the other headings in your society page.

Bulleted Lists

- If you want to add a bulleted list, use the **bulleted list** icon on the toolbar.
- If you want to remove a bullet, while on the line, click the **bulleted list** once. The bullet should disappear.
- Unfortunately, you cannot indent your bullets in the Rich Editor.

Adding an External Link

- On the toolbar, use the **World** button to add external links to other websites. You can watch a [video online](#) to learn how to add an external link. Click here for written [step-by-step instructions](#).

Adding an Internal Link

- On the toolbar, use the same **World** button to link to other Wiki articles, such as the [Federation of Genealogical Societies](#). You can watch a [video online](#) to learn how to add internal links (the same video as listed above). Click here for written [step-by-step instructions](#).

Don't Forget to Save!

- Sometimes the Wiki website will "time out" before you can save it. You should save your society page at least every 10 minutes to keep from losing any information you are adding.
- To save your page, go to the bottom of the page, and type in a general description of the information you added, such as, **added info**, **added link**, **added image**, **fixed typos**, and so on. Then, click **Save page**.

How to Edit the Society Text Box

- Once you have added and saved all the information in the body of the society page, you are ready to edit the Society text box. Click here for [Instructions on how to edit your society's text box](#).

Need More Help?

If you need help editing your society page, there are many ways to get answers to your questions:

- [Chat with Support Online!](#)
Mon, Wed, Thurs, Fri: 8 a.m.–5 p.m.; Tues: 11 a.m.–5 p.m. *All times are mountain time.*
- Post a question online [at FamilySearch Forums](#).
- Send an e-mail: USWiki@familysearch.org